

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
October 2, 2003

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Mayor Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:05 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Mayor Ron Bates	City of Los Alamitos
Mayor Richard Dixon	City of Lake Forest
Mayor Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Sandy Jacobs	City of El Segundo
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Councilmember Keith McCarthy	City of Downey
Supervisor Judy Mikels	County of Ventura
Councilmember Pam O'Connor	City of Santa Monica
Mayor Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Ron Roberts	City of Temecula
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port Hueneme

Committee Members Absent:

Mayor Pro-Tem Mike Dispenza	City of Palmdale
Mayor Pro-Tem Alta Duke	City of La Palma
Mayor Pro Tem Bea Proo	City of Pico Rivera
Supervisor Charles V. Smith	County of Orange
Councilmember Dennis Washburn	City of Calabasas
Councilmember Bob Yousefian	City of Glendale

Staff Present:

Bert Becker	Chief Financial Officer
Ed Paul	Internal Auditor
Charlie Wagner	Acting Manager of Finance

Others Present:

Javier Minjares	SCAG
Jeff Lustgarten	Cerrell
Ed Jones	SCAG Liaison
Zahi Faranesh	SCAG
Ty Schuilling	SANBAG
Catherine McMillan	CVAG
Sondra Balmir	FTA/FHWA
David Sosa	Caltrans
J. Ottomanehi	FTA/FHWA

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

The Consent Calendar was MOVED (Councilmember Harry Baldwin), SECONDED (Mayor Bev Perry) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Minutes of the September 4, 2003 Meeting

3.1.2 Approval of Contracts

- Korve Engineering

3.1.3 Authorize staff to execute MOU with Kern County Airports to participate in SCAG's Regional Airport Demand Model and amend the existing SH&E contract

3.1.4 Authorize staff to accept funds from the San Diego County Airport Authority to Extend the Regional Airport Demand Model Project to San Diego & amend the Existing SH&E contract

3.2 Receive & File

3.2.1 Conflict of Interest Listing
(Info Only) RC Attachment

3.2.2 Contracts & PO's between \$5,000 - \$25,000

Contracts

- Cal State Fullerton Economic Consulting
- Cal State Long Beach Economic Consulting
- Liebert Cassidy Whitmore Legal Services

Purchase Orders

- En Pointe Tech, Inc.
- General Networks Corporation
- Kion Printing & Packaging
- So. Calif. Leadership Network Tuition & Luncheon Table
- Xerox Corporation

3.2.3 Summary of Key Issues and Actions Taken by the Policy Committees in July

3.2.4 SCAG Legislative Matrix

4.0 ACTION ITEMS

4.1 Administration Committee Report

- Selection of SCAG Representatives to visit China re: Maglev

It was MOVED (Councilmember Toni Young), SECONDED (Councilmember Sidney Tyler, Jr.) and UNANIMOUSLY APPROVED not to pay stipends to the representatives selected to visit China re: Maglev.

4.1.1 Audit and Best Practices Committee Charter

It was MOVED (Councilmember Toni Young), SECONDED (Supervisor Hank Kuiper) and UNANIMOUSLY APPROVED to table this item to the November 6, 2003 meeting so that changes to the language could be made.

Supervisor Judy Mikels suggested that the Executive Director's travel expenses be brought to the Administration Committee, on a monthly basis, for review as an information item.

4.1.2 Adopt Resolution 03-446.1 approving SCAG's Medical Contribution for Retirees

The item was MOVED (Mayor Bev Perry), SECONDED (Supervisor Hank Kuiper), and UNANIMOUSLY APPROVED.

4.1.3 Adopt Resolution 03-446-2 approving Joint Powers Insurance Authority (JPIA) MOU & Resolution 03-446-3 covering volunteers in the self insurance

The item was MOVED (Mayor Bev Perry), SECONDED (Supervisor Judy Mikels), and UNANIMOUSLY APPROVED.

4.1.4 Proposed Amendment to SCAG Conflict of Interest Code

It was MOVED (Mayor Ron Roberts), SECONDED (Supervisor Judy Mikels), and UNANIMOUSLY APPROVED to table this items to the November 6, 2003 meeting.

4.1.5 Approval of SCAG's Agency-wide Budget

This item was MOVED (Supervisor Judy Mikels), SECONDED (Councilmember Ron Bates), and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Bert Becker informed the committee that although we have not seen the final version of the Federal Transit Administration's Financial Management Oversight Audit (FMO) SCAG appears to have come out fairly well. There were only two negative items noted, 1) Transportation Electronic Award Management System (TEAM) Reporting was not being done properly and 2) Stale dated checks. Staff is working on resolving these issues. He will bring the final FMO report to the Committee once it is received. All of the core financial and procurement functions were deemed acceptable by the auditors.

Bert Becker also reported that SCAG is utilizing less of our Line of Credit, therefore reducing both our payments and amount of interest.

5.2 Internal Audit Workplan for FY 03-04

Ed Paul reviewed the highlights of the workplan with the Committee. The Committee supported the plan.

5.3 SCAG 2003 Summit Meeting With Tribal Governments

A brief overview of what took place at the meeting was presented.

5.4 Audits Update

Bert Becker informed the Committee that he was pleased to announce that SCAG's Finance Plan, Audit Resolution Plan, Indirect Cost Allocation Plans for FY 2002-03 and FY 2003-04 and Overall Work Plan have been approved by Caltrans through June 30, 2004, with no conditions.

6.0 FUTURE AGENDA ITEMS

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:12 a.m.

Bert Becker, Chief Financial Officer
Staff to the Administration Committee

D. SALCIDO 10/15/2003
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